

## **ATTENTION: ALL EMPLOYEES WAIVING HEALTH BENEFITS!**

During the City's Annual Open Enrollment, employees have the option to elect health benefits through the City of Newport Beach or to "opt out" of health benefits for the following plan year. If you chose to "opt out" you will receive the appropriate cafeteria, or "opt out" allowance as defined in your Memorandum of Understanding (MOU).

If you are waiving medical health insurance for the plan year 2013 you must provide evidence of alternative group medical coverage and sign the attached Waiver of Benefits and Release Agreement.

**Your proof of alternative group health coverage must reflect that you will be covered or that you have elected medical health benefits that will be in effect for the plan year 2013. Letters indicating current coverage only will not be accepted.**

Your proof of coverage must be received by Human Resources no later than December 14, 2012. Failure to return proof of coverage for 2013 will result in automatic enrollment in the least expensive medical plan for employee only coverage effective January 1, 2013.

If you have questions or concerns, please contact Human Resources at extension 3256.